




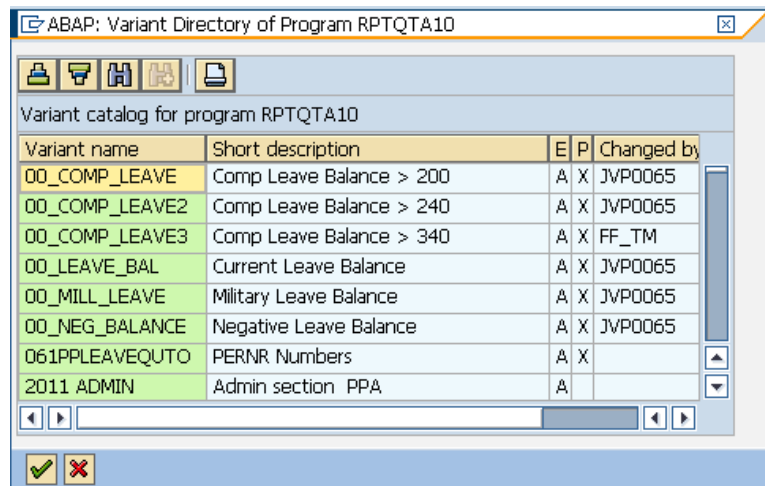
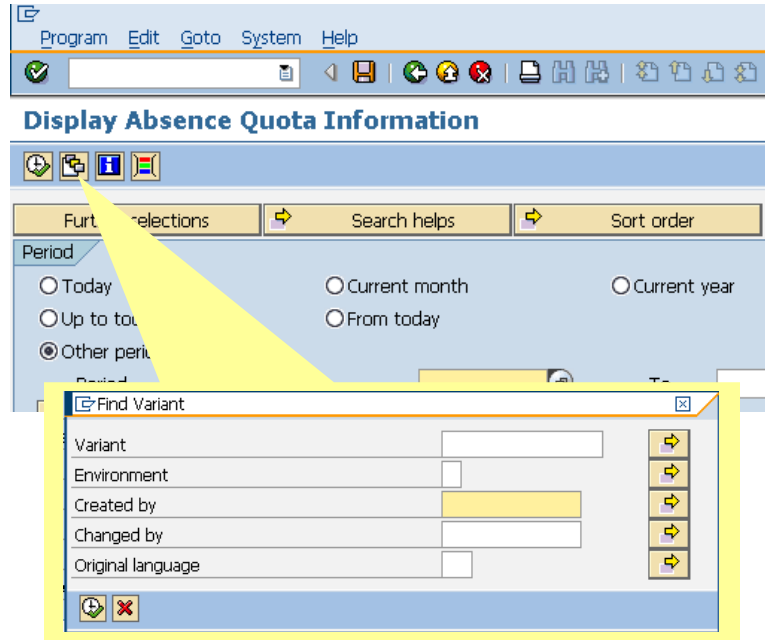


Cumulative Time Evaluation Results (Negative Comp. Balance) Report Instructions




Use this report to determine if anyone has a negative compensation balance for a pay period.



1. From the main screen, type transaction code: **PT_QTA10**.
2. Click the **Enter** button  or press **Enter** to continue.
3. Click the **Get Variant** button .
4. In the Find Variant search box, clear out all the fields.
5. Click the **Execute** button  or press **F8** to execute.
6. Double-click **00_NEG_BALANCE**.



Variant name	Short description	E	P	Changed by
00_COMP_LEAVE	Comp Leave Balance > 200	A	X	JVP0065
00_COMP_LEAVE2	Comp Leave Balance > 240	A	X	JVP0065
00_COMP_LEAVE3	Comp Leave Balance > 340	A	X	FF_TM
00_LEAVE_BAL	Current Leave Balance	A	X	JVP0065
00_MILL_LEAVE	Military Leave Balance	A	X	JVP0065
00_NEG_BALANCE	Negative Leave Balance	A	X	JVP0065
061PPLEAVEQUTO	PERNR Numbers	A	X	
2011 ADMIN	Admin section PPA	A		

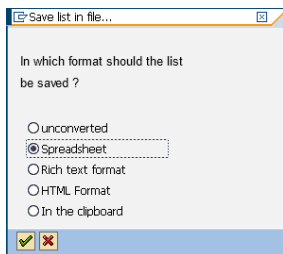
7. *Period* – Click the **Payroll Period** button, then choose **Current period**.
8. You have more than one selection options:
Personnel Number – Type a PerNr.
OR
Cost Center – Type a cost center number.


NOTE: Click the **Multiple Selection** button  for either the Personnel Number or Cost Center field to enter more than one number.

9. Click the **Execute** button  or press **F8** to execute.
10. The report displays.
11. Click the **Print** button  to print OR

Export to Excel

- From the menu bar choose:
List → Export → Local File



- Choose **Spreadsheet**.
 - Choose the file location and type the file name.
 - Click **Generate**.
12. Click the **Back** button  or press **F3** to return to exit the report.

Name (sortable)	Pers.No.	Name	Quota	Entitlement	Used	Total remain.	Cost Center
		Comp Leave		12.00000	20.00000	8.00000	Military Affairs
		Comp Leave		231.00000	112.00000	12.00000	Military Affairs
			243.00000	132.00000		20.00000	